

Kelly Quandt

Little Chute, WI 54140

kellyquandt4_zu4@indeedemail.com

920-277-2332

- Experienced CNA dedicated to patient care advocacy
- Team-player, ethical patient communicator focused on team success with the patient-first mentality
- Credentials: CNA License; BLS Certification
- Technical skills: MS Office Suite, EPIC

Work Experience

EPSF

Heart and Vascular Institute of Wisconsin - Appleton, WI

March 2019 to April 2021

- Checked in patients for office visit, including documenting insurance, pre-certifications and authorizations.
- Scheduled patients for follow up health visits, entered updates in medical records, and provided other support tasks for clinical staff

Nursing Student Clinical Rotation Ob/gyn

Bellin Health - Green Bay, WI

October 2020 to December 2020

Nursing Student Clinical Rotation

Long Term Care - Green Bay, WI

June 2020 to August 2020

Scheduler

Appleton Cardiology Associates/ ThedaCare - Appleton, WI

February 2009 to March 2019

Registered patients for various health services and assisted 17 doctors in patient testing and scheduling using EPIC

Volunteer

ThedaCare/ Cherry Meadows - Appleton, WI

June 2010 to November 2012

Assist residents with feeding for various ranges of capabilities

Office Manager

Chiropractic Health & Rehabilitation Center - Greenville, WI

June 2007 to January 2009

- Assisted in insurance billing, client billing, account receivables and account payables
- Managed vendor relations, purchasing of supplies and office equipment

Education

Associate Degree in Nursing

Northeast Wisconsin Technical College - Green Bay, WI

September 2018 to Present

Bachelor Degree in Psychology and Human Development

University of Wisconsin - Green Bay, WI

December 2003

Skills

- Epic
- EMR Systems
- Medical Scheduling
- Medical Office Experience
- Patient Care
- Vital Signs
- Nursing

Certifications and Licenses

Certified Nurse Aide

January 2020 to January 2022

#323572 State of Wisconsin, Exp. 1/2022